

Syllabus: Online MIS 426 01W, 03W Fall 2013

Instructor: Mrs. Skjoldager, MBA, MS (pronounced 'Skoal + day +grr')

Communication: Please contact me for any questions that you might have. Email and text are the best methods for reaching me.

Virtual Office Hours: I will check the Virtual Office and Email twice daily Monday-Friday at 8:00 a.m. and 8:00 p.m. CST (Course Home). Please feel free to answer questions as well.

Telephone: +1 (903) 456 – 3778 (Call or text). I will take phone calls Monday-Friday, 8:00 a.m. to 8:00 p.m. CST. You can text over the weekend, and I will respond when I can.

Email: sholmes1@leomail.tamuc.edu I will answer emails within 24 hours – emails are not guaranteed to be answered between Friday 5:00 p.m. and Monday 8:00 a.m. CST.

Required Textbooks:

- **ISBN: 0-13-278347-9, Process, Systems, and Information, David M. Kroenke**
- **ISBN-10 0-13-238105-2 MIS Cases Decision Making with Application Software, 4th Edition, Lisa Miller**

Other Required Resources: Microsoft Excel, Microsoft Word, Microsoft Access, Microsoft SkyDrive account, Internet, Computer

Requirements: Junior standing, Internet access, a working email address and computer.

Course Justification

This course provides students with the understanding of managerial and organization needs to analyze, design, and implement an information system. The role of information services in management, including current professional practices and methodologies, will be covered along with the presentation of systems theory, decision theory, organizational models, types of information systems, information planning, and information systems development. Emphasis is on managerial and strategic aspects of information technology.

Course Objectives This course is designed to develop the following professional skills:

1. Describe an information system's integration with business processes and the organization.
2. Recognize the advantages of using the database approach to data management.
3. Recognize how information is used for different types of decisions at various levels in the organization.
4. Name the systems development process and its major phases and steps.
5. Describe measures against management fraud and computer fraud.
6. Describe security control.
7. Describe the extensive business reporting capabilities enabled by enterprise systems, the Internet, and business intelligence software.

Course Policies and Information

Attendance: As in the workplace, students must attend class virtually multiple times per week. Any student who does not log into the class for more than three days may be administratively dropped from the course. Any student who will not be able to log into the class for more than three days should contact the instructor in advance to avoid an inadvertent drop from the course.

Assignment Formats: Assignments should be formatted according to the assignment directions provided in eCollege.

Assignment Submissions: The chapter assignments are worth **50 percent** of the course grade. Save your assignments as **LastnameFirstname_Ch#, (e.g., SkjoldagerShawntay_1)** and submit as the directions indicate. **It is the responsibility of the student to confirm that the assignment was uploaded. A failed assignment upload will result in a score of 0.** To confirm the assignment was uploaded, go to dropbox and look for an attachment icon next to the student name. If the assignment was uploaded correctly, an icon will be visible.

Course Grading: Grading will include consideration of assignment directions, content, grammar, style, organization and **group member feedback on performance of team members.** Grades for each assignment will be returned within three weeks of submission. Late submissions will be fit into the grading schedule, as time is available.

Exams: The exams are accumulatively worth **50 percent** of the student's course grade. There will be two exams given throughout the semester. The exams **will be timed** and can only be accessed once. **If a student misses an exam, the student will receive a zero. No make up examinations are offered in this course.**

Group/Partner Assignments: Students are responsible for creating their own groups of 2 for Assignment #3 and groups of 4 for Assignment #4. Each group member will submit a Peer Review Feedback Form depicting the performance of group members, which will be used as a factor in grading individual student performance in a group project. Group members should create a project plan to plan the work to be completed by each team member by specified dates. If a group member is non-responsive, copy me on emails to the student encouraging participation and response. If a group member misses the group established deadline for a project deliverable, email the student a copy of the project plan and copy me to let me know that the group will complete the deliverable and move on without the student who did not complete their deliverable. At that point, the student will be responsible for completing the project on his/her own for a reduced grade. Be sure to include the student who was removed from the group project by the team in the Peer Review Feedback Form. Groups only have permission to remove a student from a group for non-performance as long as the plan was developed and shared in a reasonable amount of time prior to the deliverable due date. All group members have personal and/or professional lives that require planning to complete assignments on time. **Students are encouraged to use the Golden Rule, which means, "Do unto others as you would have done unto you".**

Late Assignments: Any assignment submitted late **must have prior written authorization** and will only be eligible to receive a maximum of 50 percent of the original points.

Plagiarism. Assignments must be original work. Plagiarism and other forms of academic dishonesty will not be tolerated. Instructors "are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material." See 13.99.99.R0.10 Academic Honesty at http://www.tamu-commerce.edu/administration/Rules%26Procedures/rules_procedures.asp?RID=97

Guidelines to Ensure Academic Honesty: Some people believe that anything found on the Internet is free to use. However, information on the web must be properly cited.

Keep the following in mind:

- 1) It is generally not advisable to quote anything verbatim in a paper unless there is an overriding reason to do so, such as the use of a particular phrase or sentence that illustrates a point well

and should not be changed. When you do so, you must place the statement in quotes in addition to a footnote at the end of the quote. Not placing the statement in quotes implies that the wording is your own.

- 2) Changing a few words in a sentence (for example, "large" to "big") may alleviate the need for quotes (depending on how much you change), but it is not the best approach. The material should be stated in your own terms.
- 3) Every idea you get from another source must be cited. Placing 100 citations in a paper does not imply that the work is not original, but that you did a proper job of giving credit where it was due.
- 4) The real danger in a "cut and paste" approach to report writing is that you end up including a lot of information that is related to the topic about which you are writing, but does not really address what you are trying to say. Putting things in your own words allows you to focus your comments more effectively.

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own.

SERVICES FOR STUDENTS WITH DISABILITIES:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact: **Office of Disability Resources and Services, Halladay Student Services Building, Room 303 A/D, Telephone: (903) 886-5150 or (903) 886-5835 or FAX: (903) 468-8148**

Technical Assistance and Requirements

If you are new to eCollege or a returning user, you may want to familiarize yourself with eCollege by going thru the eCollege tutorial or orientation process. You can access the online eCollege Orientation by clicking on the following link: <http://online.tamuc.org/> Your login is your Campus-wide ID # and your password is the same as your MyLeo password.

Hardware/Software Requirements: You are expected to have access to a reliable computer, Excel, Word, Access and Internet access. For those students in doubt about the necessary technology, refer to the following website: <http://online.tamuc.org/index.learn?action=technical>

Password Protection:

Giving your campus wide identification number and pin number to others may result in class or university dismissal.

Technical Support: If at any time you experience technical problems (e.g., you can not log in to the course, you can't see certain material, etc.) please contact the eCollege Help Desk, available 24 hours a day, seven days a week at 1-866-656-5511 or helpdesk@online.tamuc.org or click on the "Help" button located at the top of each page for more information.

Grades:

Minimum percentages for grade level are as follows:

A = 90-100% of total points

B = 80-89% of total points

C = 70-79% of total points

D = 60-69% of total points

F = 0-59% of total points

4 Assignments = 50 percent of grade

2 Exams = 50 percent of grade

ASSIGNMENT SCHEDULE - MIS 426 01W, 03W

***Note: The schedule is subject to change. Changes will be announced.**

Week	Assignment and Topic	Percent Value	Due Date
Week 1: Aug 26- Sept 1	Review Syllabus/Course Expectations – Introduce yourself in the Water Cooler and Select the two Learning Objectives you would most like to learn about. Submit the signed Academic Honesty Policy to dropbox.		9/1
	Read Chapter 1: Introduction to MIS		9/1
	Assignment 1 Due: Using Your Knowledge #2	5%	9/1
Week 2: Sept 2-8	Read Chapter 2: Business Processes, Information Systems, and Information		9/8
Week 3: Sept 9-15	Read Chapter 3: Hardware, Software, and Networks		9/15
Week 4: Sept 16-22	Read Chapter 4: Database Processing		9/22
	Assignment 2 Due: MIS CASE #1 (Miller)	10%	9/22
Week 5: Sept 23-29	Read Chapter 9: Collaboration Processes and Information Systems Form a group of 2 and one group member will submit their name and their group member's name to the Virtual Office under the thread titled Group Members for Assignment 3.		9/29
Week 6: Sept 30- Oct 6	Read Chapter 10: The Impact of Web 2.0 and Social Media on Business Processes		10/6
Week 7: Oct 7-13	Read Chapter 11: Business Intelligence		10/13
Week 8: Oct 14-20	EXAM 1	25%	10/20
Week 9: Oct 21-27	Read Chapter 5: Using IS to Improve Processes		10/27
	Assignment 3 Due: MIS CASE #4 (Miller) Only one partner will submit	15%	10/27
Week 10: Oct 28- Nov 3	Read Chapter 6: Supporting Processes with ERP Systems Form a group of 4 and one group member will submit their name and their group members' names to the Virtual Office under the thread titled Group Members for Assignment 4.		11/3
Week 11: Nov 4-10	Read Chapter 7 and Appendix 7: Supporting the Procurement Processes with SAP and SAP Procurement Tutorial		11/10
Week 12: Nov 11-17	Read Chapter 8 and Appendix 8: Supporting the Sales Process with SAP and SAP Sales Tutorial		11/17
Week 13: Nov 18-24	Read Chapter 12: MIS Management Processes		11/24
Week 14: Nov 25 – Dec 1	Assignment 4 Group Project DUE: MIS CASE #15 (Miller) only one partner will submit the Access project.	20%	12/1
Week 15: Dec 2-8	EXAM 2	25%	12/8
Week 16: Dec 9-13			
		100%	

NOTE **

- **Graded activities have percent values and the due dates are in bold.**
- **Assignments (excluding exams) can be submitted in advance.**
- **Plan your work! The assigned assignments, with exception to Assignment 1, are NOT easy and they are VERY lengthy.**